

EXECUTIVE COMMITTEE

March 2, 2021

8:15 A.M.

Zoom Platform

PRESENT: S. Pronti, A. Bishop, D. Burrows, A. Iles, A. Hendrix, J. Matteson

EXCUSED:

STAFF: N. Branosky, D. Achilles

GUEST:

CALL TO ORDER

Chairman Pronti called the meeting to order at 8:17 a.m.

APPROVAL OF MINUTES – February 2, 2021

It was moved by Mr. Bishop, seconded by Ms. Iles, and unanimously adopted by voice vote of members present to approve the minutes of February 2, 2021.

FINANCIAL REPORTS – January 2021

Ms. Iles reported to the committee that the financials show that the programs have been underspent with the pandemic and Career Center being closed to public. Ms. Branosky reported that the Board has been contacted by the State auditors regarding the underspent WIOA funds, asking if we anticipate that the funds will be expended by the end of the fiscal year, June 30, 2021.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Branosky informed the Executive Committee that the Youth Oversight committee has approved the 2021 Summer Youth Employment Program RFP and the Board approved the SYEP RFP at February 23, 2021 meeting; bids are due March 12th.

Ms. Branosky reported that the Youth Oversight Committee will be expanding the membership of the committee and will be compiling a list of potential candidates.

ONE STOP OPERATIONS AND OVERSIGHT

Mr. Bishop informed the Executive Committee that the One Stop Operations and Oversight Committee will meet on Tuesday, March 9th and will be focusing on the Career Center re-certification. Ms. Achilles has scheduled a live walk-through for Thursday, March 4th with Mr. Leveque's staff to record the Career Center and will be viewed at the March committee meeting to update the recertification questions with keeping all CDC guidelines in affect.

GOVERNANCE AND MEMBERSHIP

Mr. Burrows reported the Governance and Membership Committee has filled all the vacant seats on the Board and now have a full board. At the committees meeting in May 2021, we will be reviewing all June 30th expiring terms and will be reaching out to members for reappointment. The Board has been informed that Challenge Workforce Solutions (a mandated partner) needs to have new representation. Ms. Branosky and Ms. Tavares will reach out to Challenge to find a new candidate for this role.

DIRECTOR'S REPORT

UPDATE ON COVID-19/WORKFORCE

Ms. Branosky reported the unemployment rate in Tompkins County is low, as it is between 3.5% to 4.5%. Ms. Branosky reported that unemployment claims have increased for people who have never initially reported an unemployment claim. This reflects new layoff; for example, at Ithaca College, 106 full time staff. To compare with last year, Tompkins County had 28 total unemployment claims - this year we have had a couple of weeks with 200 claims.

ILR RESEARCH: PANDEMIC LM ANALYSIS & SKILLS MAPPING

Ms. Branosky reported the Cornell ILR school presented a draft research finding to the Board on Tuesday, January 26, 2021. The research team is working on a final draft that should be to the board in the next couple of weeks. The reports will tell us: skills needed now, skills available and remote working trends.

DEPUTY DIRECTOR OF WORKFORCE DEVELOPMENT: JOB DESCRIPTION

Ms. Branosky emailed the deputy director job description to the committee prior to meeting for review. The committee members reviewed modifications they would like to be made. Ms. Branosky reported that the job will be posted to the Tompkins County website next week for a period of about a month. The interview committee will be comprised of Ms. Branosky and 2 to 3 board members.

NEXT INDUSTRY BRIEFING

The Executive Committee had conversation around the Board's industry briefings and identified commercial real estate as the next industry briefing topic.

The meeting adjourned at 8:52 a.m.

Tompkins County Workforce Development Board
Budget Statement
31-Jan-21

58.3% of yr.

	Budget	Jan-21	YTD	Balance	YTD % of Budget
Expenditures					
Staff Wage	230,927	14,520.23	114,943.48	115,983.52	50%
Fringe	112,739	7,515.28	55,577.84	57,161.16	49%
Rent/Taxes	19,632	1,588.00	11,116.00	8,516.00	57%
Professional Services	107	0.00	0.00	107.00	0%
Office Supplies	1,350	166.44	1,216.91	133.09	90%
Office Furniture	0	0.00	0.00	0.00	0%
Heat/Electric	1,200	0.00	499.54	700.46	42%
Software/Hardware	3,770	289.56	3,220.89	549.11	85%
Computer Equipment	5,624	0.00	5,614.16	9.84	100%
Postage	35	0.00	0.00	35.00	0%
Travel Training	2,000	0.00	245.00	1,755.00	12%
Local Travel	100	0.00	0.00	100.00	0%
Phone	1,700	0.00	608.10	1,091.90	36%
Membership Dues	4,000	0.00	0.00	4,000.00	0%
Sub Contracts	1,334,583	47,537.85	686,451.39	648,131.61	51%
IT Services	824	0.00	0.00	824.00	0%
Special Events	0	0.00	0.00	0.00	0%
Advertising	326	0.00	313.22	12.78	96%
Program Expenses	5,715	40.00	73.55	5,641.45	1%
Printing	200	0.00	68.28	131.72	34%
Meeting Expenses (Food, Supplies & Meeting Space)	0	0.00	0.00	0.00	0%
Total Expenditures	1,724,832	71,657.36	879,948.37	844,883.63	51%

	Budget	Jan-21	YTD	Balance	YTD % of Budget
Revenue					
WIOA Admin	79,633	8,616.92	37,216.98	42,416.02	47%
WIOA Adult	209,700	11,978.90	53,828.47	155,871.53	26%
WIOA Dislocated Worker	88,080	3,983.59	41,630.09	46,449.91	47%
WIOA Youth	401,000	39,345.56	108,221.44	292,778.56	27%
Disability Employment Initiative (RFMH)	50,064	3,331.77	23,150.74	26,913.26	46%
DEI Grant Round 8	262,571	17,397.72	166,909.21	95,661.79	64%
SYEP	411,775	(33,453.00)	295,967.00	115,808.00	72%
County	161,000	0.00	113,750.33	47,249.67	71%
Tourism	4,825	6,720.00	6,720.00	0.00	139%
TET-NDWG	30,000	2,824.07	20,453.34	9,546.66	68%
Misc	0	0.00	0.00	0.00	0%
Ticket to Work	26,184	3,027.20	4,064.00	22,120.00	16%
Total Revenue	1,724,832	63,772.73	871,911.60	854,815.40	51%

*All Expenditures and Revenue are recorded on a cash basis and as such records may show a shortfall or surplus.
This is not an operating expense concern.

**Tompkins County Office of Employment Training
Budget Statement
31-Jan-21**

				58.3% of yr.	
	Budget	21-Jan	YTD	Balance	YTD % of Budget
Expenditures					
Staff Wage	284,758	20448.42	119113.31	165644.69	42%
Fringe	138,907	10579.18	56821.89	82085.11	41%
Rent/Taxes	12,990	0.00	4488.78	8501.22	35%
Copier Contract	672	35.37	190.32	481.68	28%
Phone Maintenance	1120	0.00	0.00	1120.00	0%
Office Supplies	244	0.00	0.00	244.00	0%
Postage	229	0.00	0.00	229.00	0%
Travel Training	3,798	0.00	650.00	3148.00	17%
Local Travel	950	5.98	5.98	944.02	1%
Phone	5543	0.00	1541.00	4002.00	28%
Membership Dues	137	0.00	0.00	137.00	0%
Books, Subscriptions & Periodicals	163	0.00	48.63	114.37	30%
Computer Software/Hardware	482	0.00	0.00	482.00	0%
IT Services	2,243	0.00	0.00	2243.00	0%
Printing	586	3.62	81.25	504.75	14%
Supportive Services	26,000	0.00	753.50	25246.50	3%
Tuition	59458	0.00	12335.79	47122.21	21%
Participant Wages	105000	2404.14	14587.65	90412.35	14%
Participant Fringe	10,500	240.41	1458.77	9041.23	14%
Total Expenditures	653,780	33717.12	212076.86	441703.14	32%